

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY**

E-file No. A/2356/2026/SS/DSE

Puducherry, Dated: 15.09.2026

TENDER NOTICE

Sub: Directorate of School Education – Disposal of obsolete and unserviceable Electronic and Electrical Waste (E-Waste) – Inviting Sealed Tenders-cum-Public Auction from Authorized E-Waste Recyclers – Reg.

Sealed tenders are invited by the undersigned only from Authorised E-Waste Recyclers registered with the Central Pollution Control Board (CPCB) for the purchase of obsolete and unserviceable Electronic and Electrical Waste (E-Waste) belonging to the Directorate of School Education, Puducherry on "As is where is" and "As is what is" condition as detailed in the Annexure enclosed.

TERMS AND CONDITIONS

1. Submission of Tender.

The sealed tender in the prescribed format, superscribed "Tender for Purchase of Obsolete and Unserviceable E-Waste Articles", shall be addressed to the Joint Director (Admn.), Directorate of School Education, Puducherry and should reach this office on or before 03.00 P.M. on 30.10.2026.

2. Earnest Money Deposit (EMD).

The bidder should deposit an amount of Rs.3,000/- (Rupees Three Thousand only) as EMD in cash to the Cashier, Directorate of School Education in the form of a Demand Draft drawn in favour of "Drawing and Disbursing Officer, Directorate of School Education, Puducherry". Tenders received without the prescribed EMD shall be summarily rejected.

3. Inspection of Articles.

The intending tenderers may inspect the E-Waste articles at the premises of the Directorate of School Education, Puducherry, between 10.30 A.M. and 12.30 P.M. from 01.10.2026 to 30.10.2026, (on working days) with the prior permission of the undersigned or the authorised officer.

4. Documents to be enclosed with the Tender.

The tender shall be accompanied by self-attested copies of the following valid documents:

- (a) Valid Registration/Authorisation Certificate issued by the Central Pollution Control Board (CPCB) permitting recycling of E-Waste.
- (b) Permanent Account Number (PAN) Card.
- (c) Aadhaar Card of the Proprietor/Authorised Signatory.

(d) GST Registration Certificate.

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(e) In the case of a firm/company, a Letter of Authorisation in favour of the representative attending the tender process together with a copy of his/her Identity Card.

Any tender not accompanied by the above documents shall be liable for rejection.

5. Opening of Tender.

The tenders will be opened at 4.00 P.M. on 30.10.2026 in the Office of the Senior Accounts Officer chamber, Directorate of School Education, Puducherry, in the presence of the tenderers or their authorised representative (one person only), if they choose to attend.

6. Refund of Earnest Money Deposit.

The Earnest Money Deposit of the successful tenderer shall be adjusted towards the sale consideration. The Earnest Money Deposits of the unsuccessful tenderers shall be refunded after finalization of the tender process without interest.

7. Authorised Representative.

The tenderer or his authorised representative (only one person) may be present at the time of opening of the tenders. The authorised representative shall produce the original authorisation letter and identity proof.

8. Acceptance of Tender.

Acceptance of the highest offer shall be subject to the approval of the Competent Authority. The acceptance order shall be communicated to the successful tenderer.

9. Payment and Removal.

The successful bidder shall remit the entire sale consideration before taking delivery of the materials. Wherever applicable, Goods and Services Tax (GST) shall be discharged by the successful purchaser under the Reverse Charge Mechanism (RCM) in accordance with the provisions of the Goods and Services Tax Act, 2017 and the notifications issued thereunder. The successful bidder shall remove the entire lot at his own cost, risk and responsibility within two (2) working days from the date of issue of the sale confirmation order. Failure to do so shall result in forfeiture of the Earnest Money Deposit and cancellation of the sale without further notice.

10. Condition of Sale.

The materials are sold on "As is where is" and "As is what is" condition. No claim whatsoever regarding the quantity, quality, weight, condition or description of the materials shall be entertained after submission of the tender or after delivery of the materials.

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11. Quotation of Rate.

The tenderer shall quote a single consolidated rate for the entire lot. Quotations for individual items or part of the lot shall not be considered.

12. Late Tenders.

Tenders received after the prescribed date and time shall be summarily rejected.

13. Holiday.

If the scheduled date happens to be a Government holiday, the tender-cum-auction shall be conducted on the next working day at the same time and venue.

14. Right to Reject.

The undersigned reserves the right to accept or reject any or all tenders or cancel the tender-cum-auction without assigning any reason. The decision of the Competent Authority shall be final and binding on all the tenderers.

15. E-Waste Manifest and Certificate of Recycling/Destruction.

The successful recycler shall, at the time of taking delivery of the E-Waste materials, submit the prescribed E-Waste Manifest (Form-6), wherever applicable under the E-Waste (Management) Rules, 2022. Further, the successful recycler shall furnish a Certificate of Recycling/Destruction issued by the authorised recycling facility to this Directorate within fifteen (15) days from the date of lifting the E-Waste materials, as proof of environmentally sound recycling/disposal.

Encl: Annexure

**THE JOINT DIRECTOR (ADMN.)
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY**

ANNEXURE (E-WASTE ITEMS)

List of condemnation and disposal of obsolete and unserviceable articles E-waste

Sl.No.	Particulars of Stores	Quantity
1	Computer (Monitor, CPU, Keyboard, Mouse)	100
2	Ceiling fan	20
3	Pedestal fan	15
4	Wall mounting fan	5
5	Split Air conditioner	4
6	Alarm	1
7	Twine tube light fitting (4 feet)	120
8	Emergency light	1
9	wall clock	8
10	Voltage stabilizer	2
11	Kettle	9
12	Pedestal for IR 2202 N/IR 2002N/IR Low end printer	2
13	Battery for UPS (12V)	119
14	Photo copier/ Xerox Machine	3
15	Semi-Automatic paper cutting Machine	1
16	Over Head Projector	1
17	EPBAX System	1
18	Modem for EPBAX System	2
18	Paper cutting machine	1
19	5 kg Weighing Scale	1
20	UPS 2 KVA	1
21	UPS 5 KVA	9
22	Printer Laser(HP Laser Jet)	15
23	A4 (Ink jet) Printer	1
24	Canon LBP 3500 Laser Printer	1
25	Samsung Laser Printer	1
26	Deskjet Colour Printer	1
27	Dot Matrix printer	38
28	Line Matrix Printer	1
29	Modem	3
30	Anti Virus CD	7
31	External 500GB Hard disk	2
32	DVD Writer	2
33	Battery for Generator	2
34	Tablet System	1
35	Single Tubelight fitting	38
36	Light fitting	32
37	Thermal Scanner	3
38	Torch light	1
39	Used Toner for Laser printer	146

